

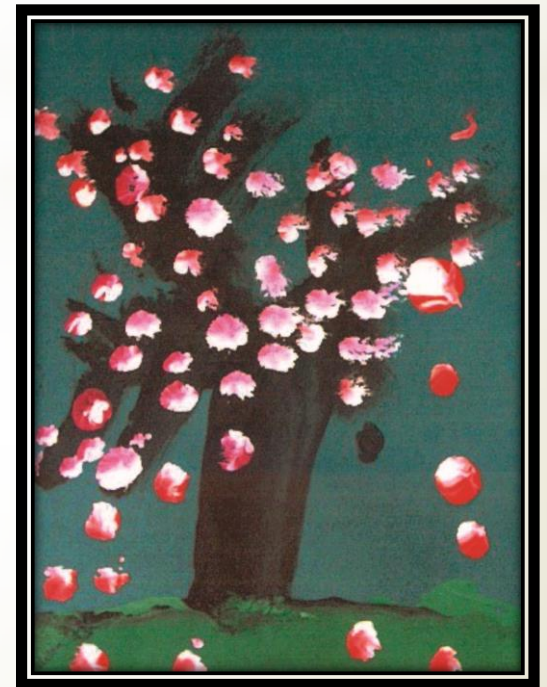


# AZELLA Reassessment Test Training

**SESSION 4**

**SPRING 2016**

**ARIZONA DEPARTMENT OF EDUCATION**



# Session 4



- \* **Special Testing Circumstances**
- \* **Testing Forms, and the AZELLA Corrections Application**
- \* **Contact Information**





# **Special Testing Circumstances**

# Mid-Year AZELLA Placement Testing



\* Is this required?

\* No.

\* Why Mid-Year AZELLA Placement Testing?

\* For those who qualify to test, the purpose is for potential transfer to mainstream classrooms.

\* Which students qualify to test?

\* Students in Grades 1 – 12.

\* Students who have scored either Intermediate or Proficient on **ALL** of the following sub-scores with the most recent AZELLA test.

\* Total Combined Proficiency Level, **and**

\* Reading Proficiency Level, **and**

\* Writing Proficiency Level.

\* Students who have an ELL need.

\* Students who regularly demonstrate English language proficiency in the classroom.



Most Recent Assessment Details

Assessment Date	Assessment Type	Scale Score	Proficiency Level
2015	Oral		Proficient
2015	Reading		Intermediate
2015	Writing		Intermediate
2015	Total Combined		Proficient

Example of sub-scores

# Mid-Year AZELLA Placement Testing



- \* **AZELLA Placement Test Teacher Referral Form – Moving from ELL Services to Mainstream** is required for each student who will be testing.

- \* How to administer the test?

- \* Register the student in *PearsonAccess*.

- \* Administer the *AZELLA Placement Test*.

- \* What to do if the student scores Proficient?

- \* Move student to mainstream

- \* Do **NOT** administer the *AZELLA Spring Reassessment Test*

- \* What to do if the student does NOT score Proficient?

- \* Keep student in ELL services

- \* Administer the *AZELLA Spring Reassessment Test*

**Forms**  
**School Year 2015-2016**

[www.azed.gov/assessment/azella](http://www.azed.gov/assessment/azella)

- AZELLA District Test Coordinator Placement Test Preparation To-Do List
- AZELLA 2015-2016 Test Security Agreement for Superintendents and Test Coordinators
- AZELLA 2015-2016 Test Security Agreement for Staff
- AZELLA Placement Test Materials Worksheet SY 2015-2016
- AZELLA 2015-2016 Testing Incident Form
- **AZELLA Placement Test – Teacher Referral Form – Moving From ELL Services to Mainstream**
- AZELLA Placement Test – Teacher Referral Form – Moving From Mainstream to ELL Services
- Sample Two-Year Monitoring Form for FEP Students

<http://www.azed.gov/assessment/2015/10/05/azellamidyeartesting/>



# Dual Labeled Students (ELL/SpEd)



The Reassessment is administered to all ELL students. This includes students who are dually labeled ELL and Special Education.

Some Special Education students might not be able to participate in all parts of the AZELLA Reassessment.

Contact Brenda Wright,  
AZELLA State Test Coordinator,  
at [AZELLA@azed.gov](mailto:AZELLA@azed.gov) for guidance.



# ELL Students Who Do NOT Take an *AZELLA Reassessment Test*



Newly arrived students who take an *AZELLA Placement Test* **on or after** January 1, 2016, are **NOT** given a *Spring 2016 Reassessment Test*

**No!**



# Newly Arrived PHLOTE/ELL Students



For students who enroll during the Reassessment testing window of **February 8 – March 25, 2016**, special care must be used to ensure that the student is assessed correctly on the AZELLA.

- \* Check student's SDELL70 Report.
- \* If ELL student, contact previous school to determine if the Reassessment has already been administered to the student.
- \* Document using **Record for Transferred PHLOTE Student** form located under the Test Coordinator tab on the [AZELLA Home Page](http://www.azed.gov/assessment/azella) ([www.azed.gov/assessment/azella](http://www.azed.gov/assessment/azella)).



# Record for Transferred PHLOTE Student



For PHLOTE students who transfer schools during the Reassessment Testing window.

## Record for Transferred PHLOTE Student | 2016

All ELL students are to be reassessed during the Spring 2016 AZELLA Reassessment window of February 8 through March 25, 2016. To ensure that students who transfer schools during the test window are participating **only once** in the Spring 2016 AZELLA Reassessment, complete this form for any Non-English PHLOTE student who enrolls during this window.

Student Last Name:  Student First Name:

Student SAIS/AzEDS ID Number:

Date enrolled in Current District:

Find the most recent AZELLA results for the student on the SDELL70 Report.

Date of most recent AZELLA test:  Overall Proficiency Level:

### Mark which of the 3 following circumstances applies to this student:

☐ If, based on the SDELL70 Report, the student needs a Placement Test, administer the Placement Test but do NOT administer the Reassessment Test.

☐ If, based on the SDELL70 Report, the student is ELL, contact the previous school to determine if the Spring 2016 AZELLA Reassessment has been given. Document the call below.

Previous School Name:

Previous District Name:

Did the student take the Spring 2016 Reassessment Test at the previous school? ☐ Yes ☐ No

Who, at the previous school, did you speak to and when?

Contact's Name at Previous School:

Date of call:

Based on the information above the student needs a Spring Reassessment? ☐ Yes ☐ No

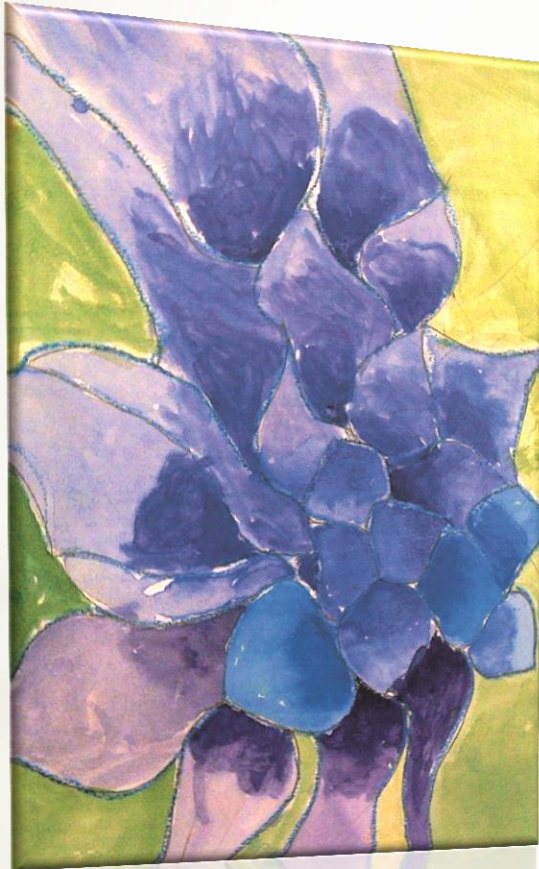
☐ If, based on the SDELL70 Report, the student had an Overall Proficiency Level of Proficient on the most recent AZELLA test, do NOT administer the Placement or Reassessment Test.

Print name of person completing this form:

Date:

Signature:  Title:





# **Testing Forms and the AZELLA Corrections Application**

# Speaking Test Lithocode Exchange Form



Spring 2016 AZELLA Reassessment Speaking Test – Lithocode Exchange Form

District Name: \_\_\_\_\_  
District Entity ID Number: \_\_\_\_\_

School Name: \_\_\_\_\_  
School Entity ID Number: \_\_\_\_\_

**Student #1**

Lithocode Entered for Speaking Test: \_\_\_\_\_  
Lithocode Printed on Student Test Book/Answer Document: \_\_\_\_\_  
Teacher Name: \_\_\_\_\_  
Student First Name: \_\_\_\_\_  
Student Last Name: \_\_\_\_\_  
Student Middle Initial: \_\_\_\_\_  
Student SAIS: \_\_\_\_\_  
Student Grade: \_\_\_\_\_  
Student Date of Birth: \_\_\_\_\_  
Date of Speaking Test: \_\_\_\_\_  
Approximate Time of Speaking Test: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student #2**

Lithocode Entered for Speaking Test: \_\_\_\_\_  
Lithocode Printed on Student Test Book/Answer Document: \_\_\_\_\_  
Teacher Name: \_\_\_\_\_  
Student First Name: \_\_\_\_\_  
Student Last Name: \_\_\_\_\_  
Student Middle Initial: \_\_\_\_\_  
Student SAIS: \_\_\_\_\_  
Student Grade: \_\_\_\_\_  
Student Date of Birth: \_\_\_\_\_  
Date of Speaking Test: \_\_\_\_\_  
Approximate Time of Speaking Test: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form needs to  
be used when  
Lithocodes  
are exchanged

Located at  
[www.azed.gov/assessment/azella](http://www.azed.gov/assessment/azella)

Complete the form and  
send to [AZELLA@azed.gov](mailto:AZELLA@azed.gov)

# Testing Incident Report Form



**AZELLA Testing Incident Report Form**  
School Year 2015-2016

District:  District Entity #  School:  School Entity #

Test Coordinator Reporting Incident:  Date of Incident (mm/dd/yyyy):

Test Administrator or Proctors involved with Incident:

Please e-mail all Testing Incident Reports to [AZELLA@azed.gov](mailto:AZELLA@azed.gov) as soon as possible after incident occurs. If the incident happened during Reassessment, test materials cannot be sent in for scoring until the completed report has been authorized by ADE.

Student Name(s)	Date of Birth (mm/dd/yyyy)	SAIS ID#	Grade	Speaking Lithocode (test identification #)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select: Placement ☐ Listening ☐ Reading ☐ Writing  
Reassessment ☐ Listening ☐ Reading ☐ Writing

Check type of Incident and include Description of Incident below:

☐ Student Incident \*  
☐ Cell phone usage  
☐ Calculator  
☐ Other electronic device  
☐ Cheating  
☐ Other

☐ Administration Error  
☐ Student not eligible to test  
☐ Incorrect administration of test  
☐ Student not allowed to continue testing  
☐ Inappropriate accommodation  
☐ Other

\* For students with cell phone, calculator, or other electronic device usage, please submit Testing Incident Report to ADE **only** if there is evidence the student was cheating.

For students in possession of a device, with no clear evidence of cheating, **do not notify** ADE. Keep this form locally and follow your school disciplinary procedures.

**Description of Incident:**  
Provide detailed information. If student used electronic device, please include the type of information displayed on the device (text message, last call, etc.).

☐ Notify ADE - Evidence of cheating or Administration Error  
Notification to ADE must be sent in as soon as possible after testing incident.  
ADE must receive Testing Incident Report and ADE must respond back to school prior to submitting test for scoring.

☐ Do not notify ADE - Discipline handled locally

Consequence for student (if applicable):

Parent Contact (if applicable):

**ADE must approve all Testing Incident Reports in order to invalidate test results. Follow ADE instructions for invalidation prior to submitting Reassessment scorable documents to Pearson.**

**FOR ADE USE ONLY:**  
Test will be invalidated: ☐ No ☐ Yes  
Reassessment answer document(s) for student(s) must be submitted for scoring along with all other documents from school unless otherwise instructed.

File an AZELLA Testing Incident Report Form with ADE for:

## Student Incidents

- \* Cell phone usage
- \* Other electronic device
- \* Cheating

## Administration Errors

- \* Student not eligible to test
- \* Incorrect administration of test
- \* Inappropriate accommodations

Located at [www.azed.gov/assessment/azella](http://www.azed.gov/assessment/azella)  
Complete the form and send to [AZELLA@azed.gov](mailto:AZELLA@azed.gov)

# AZELLA Corrections Application



## Mismatched AZELLA Records

AZELLA Corrections / SDELL Reports

Fiscal Year2016

Welcome Brenda Wright

### AZELLA Corrections

The AZELLA test records listed below have not been matched to the student's SAIS record. The students listed below are shown below to the information in SAIS to determine the source of the mismatch. Follow instruction below for making corrections.

These AZELLA test records are not available for the School Year 2015-2016. Student data cannot be corrected here.

**Accountability:** Please correct AZELLA test records as soon as possible to ensure accurate reporting.

**School Finance:** Modifying prior year data will have no impact on state aid. Please contact your school finance officer for more information on correction with School Finance. Instructions on how to request a 915 can be found at <http://www.azed.gov/finance/>.

Instructions:

1. Select Fiscal Year
2. Select a school name from the School dropdown filter, if filtering by school is desired
3. Select a cell that requires modification.
4. Enter the updated value for the selected cell in the data entry box below the list of error records. Only one cell per test record may be corrected per day.
5. Select 'Save'.
6. Update as many test records as necessary. All test records will be reprocessed nightly.
7. Return to this page the following day to confirm that updates have been accepted.

District:

Select District...

School:

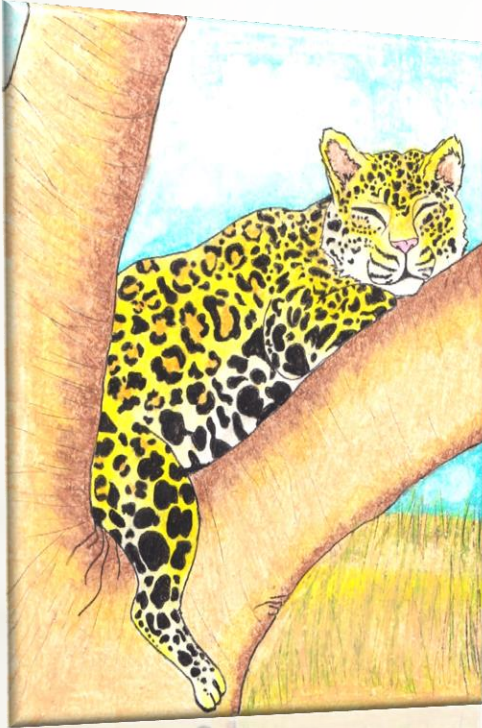
### AZELLA Error Records

Delete	CTDS	District Entity ID	District	SchoolEntity	School	Test Date	Scoring Cycle	SAIS ID	Last Name	First Name	Date Of Birth	Over Proficient
--------	------	--------------------	----------	--------------	--------	-----------	---------------	---------	-----------	------------	---------------	-----------------

Check the AZELLA Corrections Application after May 6, 2016, and fix errors.  
(Student First/Last Name, Date of Birth; SAIS ID)  
You may only fix one error per student per day.

Access to the AZELLA Corrections Application is through ADEConnect





# Contact Information

# Contact Information



## AZELLA

- Test administration
- Testing incident reports

Brenda Wright  
AZELLA State Test Coordinator  
Phone: 602.542.5233  
Fax: 602.542.5467  
E-mail: [AZELLA@azed.gov](mailto:AZELLA@azed.gov)  
[www.azed.gov/assessment/azella](http://www.azed.gov/assessment/azella)

## OELAS

- Monitoring FEP students
- ELL forms
- SEI Models

Phone: 602.542.0753  
Fax: 602.542.3050  
E-mail: [OELASinbox@azed.gov](mailto:OELASinbox@azed.gov)  
[www.azed.gov/english-language-learners](http://www.azed.gov/english-language-learners)

## Pearson

- *PearsonAccess*
- Testing Materials

Phone: 888.705.9421 Option 2  
E-mail: [ArizonaTeam@support.pearson.com](mailto:ArizonaTeam@support.pearson.com)

## Accountability

- Accountability related questions and concerns

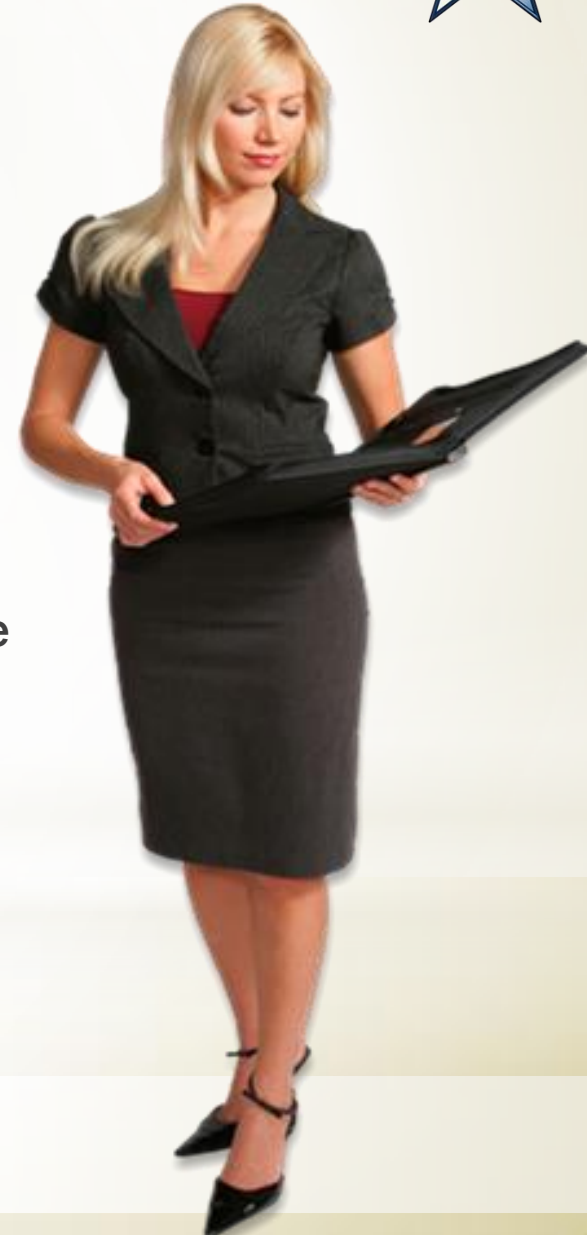
Phone: 602.542.5151  
Fax: 602.542.5467  
E-mail: [Achieve@azed.gov](mailto:Achieve@azed.gov)  
[www.azed.gov/accountability](http://www.azed.gov/accountability)

# AZELLA Inbox



**[AZELLA@azed.gov](mailto:AZELLA@azed.gov)**

- \* The AZELLA Team strives to respond to your emails within 1 business day unless further research is needed.
- \* When emailing, please:
  - \* Use a meaningful subject line that includes your district name.
  - \* Include full contact information in your signature line or elsewhere in the email.
  - \* Include **either** the student's SAIS ID **or** the student's complete name and birthdate for questions about a specific student.
- \* Emails should only be sent by the **AZELLA District Test Coordinator**.

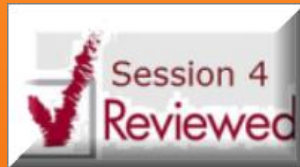




**Session 4 is completed.**

**Close this presentation and then:**

- **Select the “Session 4 Reviewed” button**



- **Complete the verification of completion**
- **Complete the survey**
- **Download, save, and print your PD certificate**
  - **Only opportunity to receive the certificate**
  - **ADE does not save these certificates**

**Congratulations!**

**Thank you!**

